

MANSFIELD TOWNSHIP COMMITTEE MEETING

June 24, 2020

This is a regular meeting of the Mansfield Township Committee. The notice requirements of the law have been satisfied for this meeting by notice to the Star Gazette and Express Times of the time, date and location thereof. Notice was also posted on the announcement board located in the Municipal Building.

Meeting was held in person at the Municipal Building and remotely on the Zoom platform.

Roll Call: Mr. Hayes, Mr. Farino, Mr. McGuinness, Mayor Watters

Salute to the flag was done by all.

APPROVAL OF THE MINUTES

Mr. McGuinness made a motion to approve the minutes from the Regular Meeting held on June 10, 2020, which was seconded by Mr. Hayes.

Ayes Mr. Hayes, Mr. Farino, Mr. McGuinness, Mayor Watters

Nays: None

Absent: Mrs. Mora Dillon

Abstain: None

Executive Session Minutes for June 10, 2020, will be on the July 8, 2020 Agenda.

BILL LIST

Mr. Farino made a motion to approve the June 24, 2020 Bill List, which was seconded by Mr. McGuinness.

Ayes Mr. Hayes, Mr. Farino, Mr. McGuinness, Mayor Watters

Nays: None

Absent: Mrs. Mora Dillon

Abstain: None

CLERK'S REPORT

Election Mail-In Ballots – There will be no availability for ballots to be dropped off here at the Municipal Building on Election Day. The mail-in ballots have to be placed in the Election Ballot Drop Boxes in Washington Township, Blairstown, Hackettstown, and Belvidere. The un-official count won't be available until noon on Wednesday, July 8th. The anticipated official count is expected July 24, 2020.

FINANCE REPORT

Chapter 159 Resolutions – Grants on tonight's agenda that need to be appropriated. Also prepared is the Capital Ordinance for the Preserve New Jersey Grant to have the money appropriated for \$120,000.00.

EMPLOYEES' REPORTS

Clean Communities 2019 Expenditures and Statistical Report – Deadline has been extended to December 31, 2020. There is a small balance left in the 2019 grant. One of tonight's resolutions is for the Chapter 159 2020 grant.

2019 Recycling Tonnage Report – Deadline extended for the second time. Now all reports and forms need to be submitted to Trenton on September 1, 2020. Mrs. Fascenelli is waiting for information from a few companies to add onto the tonnage report.

Historic Scavenger Hunt – Green Team would like to put together 10 – 15 historical sites within the Township so people would be able to drive to see these locations. It would be a good way for new residents and those who have lived here many years who may not know the history of the Township. It's not a contest, people can do it at their leisure, and the answers would be on the Township website along with more of a history of the building or location we would ask people to find. The Committee felt it was a good idea. Once the Team gets further into the project, they will give the Committee samples to get a better idea of what the Team is trying to achieve.

Yard Sale – For the past several years, the Green Team has organized an annual town-wide yard sale. Mrs. Fascenelli asked the Committee's opinion to have it again this year or skip it to next year due to COVID-19. Mayor Watters stated it is a community event where you can keep your distance outside, and he asked about the public's response. Mrs. Fascenelli stated we have received several calls. We were waiting until things quieted down with the COVID-19. We will have the residents pick up their yard sale signs and flyers this year because we don't have the staff to deliver those items to each participant. Mayor Watters stated if the response is good enough, there's no reason not to have it.

Flea Market – The Green Team thought to piggy back off the yard sale and have a flea market-style event on the Saturday of the yard sale weekend held at the Department of Public Works. The DPW Supervisor did a layout of how many tables that would fit in the garage, but that number would have to cut back to give a lot more spacing between. Mrs. Fascenelli asked if the Committee was in agreement for the Team to pursue this event at the same time as the annual yard sale. Mayor Watters asked for a vote. Mr. Hayes asked if it could be done outside on the lawn. Mrs. Fascenelli stated it was a concern with the parking. Mayor Watters agreed there isn't a lot of parking on that site. Mrs. Fascenelli said a lot of people would want to put up tents for shade covering if it was outside. Mayor Watters stated it would be better served at the park, there is too much equipment at the DPW. Mrs. Fascenelli will bring that information back to the Team to see if they want to pursue it at the park. She will let the Committee know by the next meeting.

ENGINEER'S REPORT

Janes Chapel Road – Mr. Kastrud stated the Committee authorized making application for additional funds for that project. He will make that application and will have a resolution authorizing it at the next meeting.

Washburn Road – Mr. Kastrud attended a meeting with the DOT at the Washburn Road Railroad Crossing. No big improvements other than the lights are going to be changed and the cross walks will be dual sided.

Mayor Watters asked if we have received any money. Mr. Kastrud stated he spoke to the representative and will get the paperwork to him. Mayor Watters asked that we had not fulfilled our end of the obligation; which Mr. Kastrud confirmed.

Mayor Watters also stated that the Committee approved the Janes Chapel application. Mr. Kastrud stated the deadline is July 1, 2020, and it will be done tomorrow.

Mayor Watters asked when will the information be submitted about the grant money that we have not received yet; Mr. Kastrud stated tomorrow or Friday and we should have the money sometime in July.

PUBLIC PORTION

Mayor Watters opened the floor for public comment; seeing none, the public comment portion was closed.

RESOLUTIONS

TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY RESOLUTION # 2020 –104

TITLE: INSERTION OF SPECIAL ITEM OF REVENUE PURSUANT TO N.J.S.A. 40A:4-87, CHAPTER 159

WHEREAS, N.J.S.A. 40A4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of any item of appropriation for an equal amount; and

WHEREAS, the Township of Mansfield received \$ 333.42 for Alcohol Education, Rehabilitation and Enforcement Fund and wishes to amend its 2020 budget to include a portion of this amount as a revenue

NOW, THERE, BE IT RESOLVED that the Township of Mansfield hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2020 in the sum of \$ 333.42 that will be available as revenue from:

Miscellaneous Revenues

Special Items of General Revenue Anticipated with Prior Written Consent

Of the Director of Local Government Services:

Public and Private Revenues Offset with Appropriations:

Alcohol Education, Rehabilitation and Enforcement Fund

BE IT FURTHER RESOLVED, that a like sum of \$ 333.42 be and the same is hereby appropriated under the caption of:

General Appropriations

Operations – Excluded from caps Public and Private Programs
Offset by Revenues:
Alcohol Education, Rehabilitation and Enforcement Fund

BE IT FURTHER RESOLVED, that the Municipal Clerk forward two copies of this resolution to the Director of Local Government Services.

**RESOLUTION # 2020-105
TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY
OVERPAYMENT OF TAXES**

WHEREAS, the following properties have overpayments for the 2nd quarter of 2020:

Block 1204.04	Lot 9	\$3,432.56
Block 2105	Lot 8	\$1,442.35

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield this 24th day of June, 2020 that the Tax Collector and Township Finance Office are hereby authorized to refund the tax overpayments to the vendor shown below as well as make any adjustments to the tax records as needed:

CORELOGIC Centralized Refunds
PO Box 9202
Coppell, TX 75019-9760

Tax Overpayments totaling \$4,874.91

**TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY
RESOLUTION # 2020-106**

**TITLE: INSERTION OF SPECIAL ITEM OF REVENUE PURSUANT TO N.J.S.A. 40A:4-87,
CHAPTER 159**

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of any item of appropriation for an equal amount; and

WHEREAS, the Township of Mansfield has been awarded \$ 20,631.63 from the Solid Waste Administration – FY 2020 Clean Communities Grant and wishes to amend its 2020 Budget to include this amount as revenue.

SECTION 1.

NOW, THEREFORE BE IT RESOLVED that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2020 in the sum of \$ 20,631.63 which is available as a revenue from:

Miscellaneous Revenues –
Revenue Offset with Appropriations – 2020 Clean Communities Grant
Total with increase to be \$ 20,631.63

SECTION 2.

BE IT FURTHER RESOLVED that a like sum of \$ 20,631.63 be and the same is hereby appropriated under the caption of:

General Appropriations –
Public & Private Programs Offset by Revenues – 2020 Clean Communities Grant
State / Federal Share \$ 20,631.63
Non State Share \$
Total with increase to be \$ 20,631.63

BE IT FURTHER RESOLVED that two certified copies of this resolution with a copy of the appropriate documentation be forwarded to the Division of Local Government Services.

RESOLUTION # 2020 –107
REFUND OF ROAD OPENING ESCROW

TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY

WHEREAS, New Jersey American Water issued a check for \$ 300.00 dated 8/3/16 for a road opening escrow (21 & 23 Clinton Avenue) with the Township of Mansfield, County of Warren,

WHEREAS, there remains a balance of \$ 37.50 in the escrow account,

WHEREAS, the Township Engineer has determined that the escrow balance can be refunded,

NOW, THEREFORE BE IT RESOLVED, that the Township Finance Office be authorized to refund the amount of \$ 37.50 to New Jersey American Water.

RESOLUTION #2020-108

**A RESOLUTION OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF
WARREN AND STATE OF NEW JERSEY, AUTHORIZING THE AWARD OF A
PROFESSIONAL SERVICES CONTRACT WITHOUT COMPETITIVE BIDDING TO
MASER CONSULTING P.A. TO PERFORM A MOUNT LAUREL MID POINT REVIEW
AND MONITORING FOR THE TOWNSHIP**

WHEREAS, there exists a need for a Mount Laurel Midpoint Review and Monitoring to be completed for the Township of Mansfield; and

WHEREAS, the Township wishes to retain the services of Maser Consulting P.A. to provide such services detailed in the proposal that was dated May 22, 2020; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq.) requires that the resolution authorizing the award of a contract for professional service without competitive bidding, and the contract itself, be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, in the County of Warren and State of New Jersey, as follows:

1. The Township of Mansfield hereby awards and authorizes the execution of an agreement with Maser Consulting P.A., 53 Frontage Road, Suite 110, Hampton, NJ 08827 to perform a Midpoint Review and Monitoring for a fee not to exceed \$4,500 as per its proposal dated May 22, 2020.

2. This contract is awarded without competitive bidding as a professional service in accordance with the provisions of the Local Public Contracts Law because said services are performed by a person licensed under law to practice a recognized profession.

3. The total fee authorized for this contract shall not exceed \$4,500 without the prior written approval of the Township Committee.

4. Notice of this action shall be published once in the Township's official newspaper as required by law.

5. A copy of this resolution shall be provided to the CFO and Maser Consulting P.A., 53 Frontage Road, Suite 110, Hampton, NJ 08827 for their information and guidance.

This Resolution shall take effect immediately.

Mr. Hayes made a motion to approve the passage of Resolutions 2020-104 through 2020-108, which was seconded by Mr. McGuiness.

Ayes Mr. Hayes, Mr. Farino, Mr. McGuiness, Mayor Watters

Nays: None

Absent: Mrs. Mora Dillon

Abstain: None

RESOLUTION NO. 2020-109

**TOWNSHIP OF MANSFIELD
WARREN COUNTY**

Granting Paid Sick Leave to Department of Public Works (Machine Operator)

WHEREAS, the Township Committee (“Committee”) of the Township of Mansfield (“Township”) finds and declares that Edward H. Behre (“Employee”) is an employee of the Mansfield Township Department of Public Works; and

WHEREAS, the Committee further finds and declares that the Employee will be out of work on paid leave as of June 22, 2020 and

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Mansfield does hereby grant paid leave to Township Employee, Edward H. Behre, during the period of June 22, 2020 through July 6, 2020; and

BE IT FURTHER RESOLVED that the Township Clerk be and is hereby directed to formally notify the Public Employees’ Retirement System of said status and to cause the same to be included in the records maintained for said employee.

**RESOLUTION NO 2020-110
TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY**

**Resolution of the Township of Mansfield, County of Warren and State of New Jersey,
authorizing award of a contract for HVAC Contractor Evaluation for the year 2020**

WHEREAS, the Township of Mansfield is in need of a contractor to evaluate the operations of the HVAC system for the Municipal Building, 100 Port Murray Road, Port Murray, New Jersey 07865; and

WHEREAS, Stryker Heating, Cooling, & Plumbing, 438 Route 22 West, Whitehouse Station, NJ 08889, submitted a proposal to do a system survey of the mechanical system for the HVAC.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, Warren County, New Jersey, authorize Stryker Heating, Cooling, & Plumbing to perform a system survey at the Mansfield Township Municipal building as proposed in the amount of \$1600.

Mr. Hayes made a motion to approve the passage of Resolutions 2020-109 and 2020-110, which was seconded by Mr. Farino.

Ayes Mr. Hayes, Mr. Farino, Mr. McGuinness, Mayor Watters
Nays: None
Absent: Mrs. Mora Dillon
Abstain: None

ORDINANCES

First Reading

ORDINANCE NUMBER 2020-10

AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, WARREN COUNTY, NEW JERSEY APPROPRIATING \$120,000.00 FOR CONSTRUCTION WORK AT THE MT. BETHEL CHURCH

WHEREAS, there is a need to continue construction work at the Mt. Bethel Church;

BE IT ORDAINED, by the Township Committee of the Township of Mansfield, Warren County, New Jersey, as follows:

1. The amount of \$120,000.00 is hereby appropriated by a grant from the Preserve New Jersey Historic Preservation Fund.
2. There is no debt incurred by this Ordinance.
3. This ordinance shall take effect immediately after final passage, approval, publication as provided by law.

Mr. Hayes made a motion to introduce Ordinance 2020-10 and requested that a public hearing be advertised to be held on July 22 at 7:30, which was seconded by Mr. McGuinness.

Ayes Mr. Hayes, Mr. Farino, Mr. McGuinness, Mayor Watters
Nays: None
Absent: Mrs. Mora Dillon
Abstain: None

Second Reading

ORDINANCE 2020-08

TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY

AN ORDINANCE TO SET THE MILEAGE REIMBURSEMENT RATE

Be It Ordained by the Township Committee of the Township of Mansfield that the rate of reimbursement for mileage if the use of a privately-owned automobile is authorized or if no

Government-owned automobile is available shall be equivalent to the current standard business rate as permitted by the Internal Revenue Service.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Mansfield in the County of Warren, State of New Jersey, authorizes mileage reimbursement at a rate equivalent to the current standard business rate as permitted by the Internal Revenue Service.

All ordinances inconsistent with the foregoing shall be deemed repealed by this Ordinance.

This Ordinance shall take effect immediately upon publication as provided by Law.

Mr. McGuiness made a motion to approve the passage of Ordinance 2020-08 and requested that the results be advertised, which was seconded by Mr. Hayes.

Mayor Watters opened the floor for public comment on Ordinance 2020-08; seeing none the public comment portion was closed.

Ayes Mr. Hayes, Mr. Farino, Mr. McGuiness, Mayor Watters

Nays: None

Absent: Mrs. Mora Dillon

Abstain: None

EXECUTIVE SESSION

Mr. Hayes made a motion to enter into Executive Session to discuss a personnel matter at 7:51 pm, which was seconded by Mr. McGuiness.

Mr. Lavery stated there are two matters to be discussed in Executive Session:

- Personnel
- Contractual

Ayes Mr. Hayes, Mr. Farino, Mr. McGuiness, Mayor Watters

Nays: None

Absent: Mrs. Mora Dillon

Abstain: None

RETURN TO REGULAR SESSION

Mr. Hayes made a motion to return to Regular Session at 8:08 pm, which was seconded by Mr. McGuiness.

Ayes Mr. Hayes, Mr. Farino, Mr. McGuiness, Mayor Watters

Nays: None

Absent: Mrs. Mora Dillon

Abstain: None

Mr. Lavery announced the return from Executive Session at 8:08 pm where they discussed:

- Personnel matter dealing with a Township employee

- Contractual dealing with painting of the main hallway in the Municipal Building
- Contractual dealing with picking up dead deer from the right-of-way

Mr. Lavery requested a motion to direct the attorney to issue a Rice Notice to the employee discussed in Executive Session.

Mr. Hayes made a motion to approve the issuance of a Rice Notice to an employee, which was seconded by Mr. Farino.

Ayes Mr. Hayes, Mr. Farino, Mr. McGuiness, Mayor Watters

Nays: None

Absent: Mrs. Mora Dillon

Abstain: None

Mr. Lavery requested a motion to authorize the solicitation of quotes for interior painting in the Municipal Building, not to exceed the amount discussed in Executive Session.

Mr. Hayes made a motion to solicit interior painting quotes, which was seconded by Mr. Farino.

Ayes Mr. Hayes, Mr. Farino, Mr. McGuiness, Mayor Watters

Nays: None

Absent: Mrs. Mora Dillon

Abstain: None

Mr. Lavery requested a motion to authorize the Mayor to execute the contract with Space Farms to pick up dead deer within the right-of-way.

Mr. McGuiness made a motion to authorize the Mayor signing the contract with Space Farms for deer carcass removal, which was seconded by Mr. Farino.

Ayes Mr. Hayes, Mr. Farino, Mr. McGuiness, Mayor Watters

Nays: None

Absent: Mrs. Mora Dillon

Abstain: None

COMMITTEE PERSON COMMENTS

Life Celebration – Mr. Hayes reminded everyone that there will be a celebration of life for Randy Wanous on Sunday, July 28, 2020, at 1:00 pm at the Tri-county Fire House. It will be held on the lawn so bring lawn chairs. Ms. Hrebenak asked if the Committee wants her to send something. Mr. McGuiness stated that he was unsure that there will be any flowers.

Mayor Watters asked if action is needed regarding the letter from Margulies. Ms. Hrebenak stated that this will be handled at the next meeting.

Mr. Hayes made a motion to adjourn at 8:12 pm, which was carried by all.